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8 September 1961

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations  
from 1-31 August 1961

1. CABLES PROCESSED

a. The Cable Secretariat reproduced and disseminated 15,789 IN cables, 5,759 OUT cables, 1311 TD's and 699 miscellaneous items for a total of 23,558 work items during August 1961. This represents an increase of 3,758 or 20% more than monthly average of 19,800 established in 1960.

b. Cables increased 3,768 or 21% over the 1960 monthly average of 17,780 cables. August 1961 total is 2,635 or 13% more cables than July 1961 and 1,985 or 9% more cables than August 1960.

c. TD's increased 146 or 12.5% over the 1960 monthly average of 1,165 TD's.

d. We processed an average of 868 cables on Monday through Friday, 644 on Saturday and 254 on Sunday.

e. One thousand eight hundred forty-nine (1,849) cables or 8.5% of all cables processed were furnished to the Director as compared to 1,796 or 8% for July 1961.

f. Non-CIA cables totaled 17,178 an increase of 4,178 cables or 32% higher than the 13,000 monthly average for 1960. The August 1961 total is 1,874 or 12% more cables than July 1961.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 41,653 items.

2. PERSONNEL

Our personnel situation remains the same as last month. We are operating two persons short of our assigned [REDACTED] persons.

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3. GENERAL

a. As you know, we will start selecting non-CIA cables for the DCI on 20 September. [REDACTED] has discussed requirements with Mr. [REDACTED] and others and I believe we can do the job. With reference to [REDACTED] this function up in January.

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3. b. We haven't been able to make as many changes or improvements in operating procedures or disseminations as I would like because of the considerable increase in traffic in both CIA and non-CIA cables. (In business, I would be successful; everything I touch seems to grow.) This, together with personnel shortages due to the vacation period and the physical separation of [REDACTED] office from my area makes it more difficult for me to get my teeth into the problems which I know exist. Shortly, however, we will be under one roof and I then expect to make some advancements. 25X1A

c. In view of the current sharp increase in both types of cables, (non-CIA up 32% and CIA up 20% as compared with an average month of 1960), I feel that in some respects we have accomplished most of the important objectives set for those targets to be met in FY 62 in our study in 1959 which proposed use of the Xerox 914 Copier in our operations. At that time I promised a reduction in slots or increased productivity with the same number of people. In 1959 I probably should have confined my promises to increased productivity since the trend seems ever upward. So for now, while I do not foresee surplus slots, I do look forward to still further progress in productivity and improved service once we are all in the new building.

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[REDACTED]  
Cable Secretary*[Handwritten signature]***SECRET**